

**Hurricane Preparation Check List –**

**Experimental Hall A**

**This checklist applies to: Experimental Hall A (Building 101), Hall A Technical Trailers (Building 101B), and Hall A gas shed (Building 101A).**

**YEAR-ROUND READINESS**

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings. The nearest weather alert radio is located in the Counting House, first floor.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

**HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)**

*Duration of Hurricane Season (June 1 – Oct. 30)*

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
  - a) 100 30 gallon garbage bags with ties
  - b) 10 flashlights with spare batteries
  - c) 50 sandbags filled
4. **Report completion of preparations to line management.**

**HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)**

1. Area Safety Warden and alternate to review role during Readiness Condition 1
2. Review status of work in the hall for the next 2-3 days, notify users of potential severe weather and coordinate rescheduling , if applicable.
3. **Report completion of preparations to line management.**

## PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Turn off non-essential equipment as appropriate.
2. Implement general check list before departing:
  - a. Computer Precautions
    - i. Back up each PC or Macintosh. Store the backup in a different location from the computer.
    - ii. Turn off the computer and all peripherals.
    - iii. Unplug all computer power, communication connections, peripherals and other electrical equipment.
  - b. Turn off and unplug all other non essential equipment except telephones.
  - c. Remove personal and other items which may be required during the recovery period, when building access may be restricted.
  - d. Move items susceptible to water damage.
3. Area Safety Warden inspects hallways and common areas to ensure actions are complete.
4. Assist with storage of golf carts and utility vehicles.
5. Establish and notify building occupants to pick up supplies.
6. Install cotter dams at truck ramp roll up doors to prevent flooding.
7. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
8. **Report completion of preparations to line management.**

## DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.

3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

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Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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